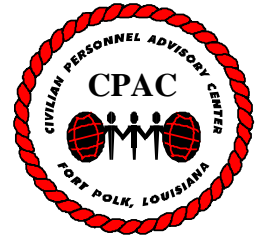




JOINT READINESS TRAINING CENTER AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER  
FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence – One Satisfied Customer at a Time"

CPAC INFORMATION BULLETIN  
NUMBER 88

November 2006

NSPS INFORMATION  
UPDATE

NSPS Town Hall Meetings

One of the fundamental tenants of NSPS, is to ensure everyone understands it. We promised to provide not only on-line, but also face to face training. Well we're keeping that promise. During the week of 14-16 Nov 06, we will begin the face to face training with a series of Town Hall meetings. The Operations Order has been published, organizations have been notified, and you've been contacted. Please ensure that you attend the session you're scheduled to attend. Also sign in so that you can get credit for attendance. You don't want to miss it. Our guest presenters are Mr. John Mitzel, IMCOM-W HR Director and Ms. Sylvia Freeland, IMCOM-W HR Specialist. They've come to share with us all. Please come and come on time. You'll be glad you did. See you there.

Navigating Army e-Learning/SkillPort

A number of individuals indicated that they were experiencing difficulty getting to the NSPS Core Competency Courses. Of course, we can't have that. So, here are a couple of methods to get through the Army e-Learning Skillport to get to the courses.

- ◆ **NSPS Core Competency training is provided by selected on-line courses\* in the Army e-Learning SkillPort catalog.**
- ◆ **You will need an AKO user ID and password to access Army on-line training courses in SkillPort.**

Direct Link to Army e-Learning: [usarmy.skillport.com](http://usarmy.skillport.com)  
(Preferred method)

Accessing Army e-Learning through Direct Link:

- Cut and paste [usarmy.skillport.com](http://usarmy.skillport.com) into your browser. This will take you to the Army e-Learning portal.

**On the Army e-Learning Portal Page:**

You can register for SkillPort, log into SkillPort, access the NSPS Core Competency list of courses, view the course catalog, take the SkillPort tour, or view various SkillPort guides and information brochures.

- To register for Army e-Learning, click on the link Register for Army e-Learning, close the top window that comes up (the first time you access this page), click on Register for Army e-Learning, click continue, enter your AKO Username and AKO Password. Your Skillport password will be sent to your AKO email account.
- *Back at the Army e-Learning Portal Page:*
- To log in to SkillPort, click on the link Log into Army e-Learning. At the Army e-Learning Program page, left column, enter your Username and Password and click Sign On.
- To access the NSPS Core Competency courses, look on the Course Information list for "Army Core Competency Training" -- there is a listing for supervisors and managers, and one for employees. From there you can access the individual courses.\* NOTE: You will take the courses that were identified in the Fort Polk JRTC, National Security Personnel System (NSPS) Training Plan.
- To start a new course, click on the course name. Click on "Play this Course". If you're returning to SkillPort to continue with a course that has already been started, click on the My Report field and select your course title.
- *Back at the Army e-Learning Portal Page:*
- To learn about the many features of SkillPort, click on the Take the SkillPort Tour link on the left-hand side of the page.

CONTENTS

NSPS Information Update	Page 1	South Central Training Tribune	Page 7
Army News Release (25 Oct 06)	Page 2	What Did Fort Polk Employees Say?	Page 8
From the Office of the CPAC Director	Page 3	Mandatory Training	Page 10
Benefits Corner	Page 4	Leave Transfer Program	Page 10
TSP Corner	Page 4	Holiday/Liberal Leave Schedule 2006	Page 10
Random Drug Testing for TDPs	Page 5	Employee Wellness	Page 11
TDPs and Disciplinary Actions	Page 6	Articles for Bulletin	Page 12
Special Announcement –ABC-C News Letter	Page 7		

On the *Army e-Learning Portal Page*: click on the User Guide for extensive help in using the system.

#### Accessing Army e-Learning through AKO:

- Log onto AKO using your AKO Username and password.
- On the AKO home page, click on Self Service on the top line menu, then click on My Education from the drop-down menu.
- On the Army e-Learning portlet (upper left) click on the link (Army e-Learning) to enter the portal.

#### On the Army e-Learning Portal Page:

You can register for SkillPort, log into SkillPort, access the NSPS Core Competency list of courses, view the course catalog, take the SkillPort tour, or view various SkillPort guides and information brochures.

- To register for Army e-Learning, click on the link Register for Army e-Learning, close the top window that comes up (the first time you access this page), click on Register for Army e-Learning, click continue, enter your AKO Username and AKO Password. Your Skillport password will be sent to your AKO email account.
- *Back at the AKO Army e-Learning Portal Page:*
- To log in to SkillPort, click on the link Log into Army e-Learning. At the Army e-Learning Program page, left column, enter your Username and Password and click Sign On.
- To access the NSPS Core Competency courses, look on the Course Information list for "Army Core Competency Training" -- there is a listing for supervisors and managers, and one for employees. From there you can access the individual courses.\*
- To start a new course, click on the course name. Click on "Play this Course". If you're returning to SkillPort to continue with a course that has already been started, click on the My Report field and select your course title.
- *Back at the AKO Army e-Learning Portal Page:*
- To view the Latest e-Learning Course Catalog Click on the link - View the Army e-Learning Course Catalog.
- To learn about the many features of SkillPort, click on the SkillPort Tour link before logging in.

#### For more SkillPort information, click on the following links:

- SkillPort Quick Reference TriFold
- SkillPort FAQs
- SkillPort Quick Start Guide

- SkillPort Brochure
- Migration Information - Features

Once you are logged into SkillPort, click on the User Guide for extensive help in using the system.

#### \* Core Competency on-line training courses:

For employees:

- Being Prepared for Change
- Performance-based Appraisal: An Employee View

For supervisors and managers:

- Communicating and Reinforcing Change
- Performance-based Appraisal: An Employee View

Onsite POC for enrollment instructions is the CPAC Training Office, Tami Culbreath, 531-1856.

Technical difficulties with your web-browser may be addressed to Ms. Culbreath or you may call Skillport at 1-866-754-5435.

## ARMY NEWS RELEASE OCTOBER 25, 2006

### ARMY ACTIVATES IMCOM TO IMPROVE SOLDIER SUPPORT

Arlington, VA. – The Army activated the Installation Management Command Oct. 24 to consolidate and strengthen installation support services to Soldiers and their families through the full authority of command.

Lt. Gen. Robert Wilson assumed the IMCOM command at a Pentagon ceremony hosted by Lt. Gen. James Campbell, director of the Army Staff. **The new command places the former Installation Management Agency, the former Community and Family Support Center and the Former Army Environmental Center under a single command as a direct reporting unit.**

"Today we take the next step in the evolution of Army installation management ... in order to create a more efficient, effective and agile organization to ensure the best Army in the world is supported by the best installation in the world," Wilson, said.

In keynote remarks, Campbell drew a parallel between the IMCOM and the new Army advertising slogan, "Army Strong." He defined "strong" as the ability to stand up for oneself, while "Army Strong" is the ability to stand up for everyone else.

"In my mind, the Installation Management Command shows that it is Army Strong each and every day," Campbell said, "with the strength to make an installation a community; a set of quarters a home; and complete strangers, friends."

"(IMCOM has the strength) to ease separation and connect the Soldier on-point with family at home; the strength to genuinely care for the loved ones back home so that young Soldiers facing life and death can focus on the mission at hand."

As IMCOM commander, Wilson is dual-hatted as the Army's assistant chief of staff for installation management, reporting directly to the Army chief of staff. Brig. Gen. John A. Macdonald, former IMA director, became IMCOM's deputy commander.

Under IMCOM, CFSC is renamed the Family and Morale, Welfare and Recreation Command and becomes a subordinate command of IMCOM, commanded by Brig. Gen. Belinda Pinckney, with its own flag. The AEC is now the Army Environmental Command – also a subordinate command, commanded by Col. Michael O'Keefe, with its own flag.

The flag casings and uncasings were a symbolic focal point of the activation ceremony and the three gold and red flags, standing together in a rank, seemed to further underscore the unity of purpose inherent in the new organization.

"The Army has never been in greater need of installations as flagships of readiness than it is now," Wilson said, citing the construction, personnel and equipment realignments required to support Base Realignment and Closure, Army Modular Force, and Global Defense Posture Repositioning. He said BRAC alone accounts for more than 1,200 actions that impact the IMCOM mission.

The Army announced the establishment of the Installation Management Command as a direct reporting unit in August. This initiative is part of Army efforts to reorganize its commands and specified headquarters to obtain the most agile command and control structures to support the expeditionary, modular force.

The full authority of command is vital to effectively direct the vast resources necessary to support troop deployments while meeting the needs of families, Army officials said in announcing the decision to form IMCOM. Consolidating the installation management structure under IMCOM optimizes resources, protects the environment and enhances well-being of the Army community. IMCOM will provide fast, efficient and agile

support to commanders in the performance of their tactical and strategic missions.

The new command, currently headquartered in Virginia and Maryland, will relocate in 2010 to Fort Sam Houston, Texas, in accordance with requirements of the 2005 Base Realignment and Closure round. The deputy commanding general will locate in Texas while the commanding general and ACSIM functions remain at the Pentagon.

The new command also will consolidate the four Installation Management Agency regions within the continental United States into two as required by BRAC. The Western Region will stand up in November at Fort Sam Houston, with consolidation taking place over the next few years. The Eastern Region will locate at Fort Eustis, VA., in 2010.

## FROM THE DESK OF THE CPAC DIRECTOR

### ICE KUDOS AND SLAMS

Here we are again to share with you comments received from our "satisfied" customers and also our "not so satisfied" customers. As we did last time, we will start out with the good first.

#### "KUDOS"

Nine (9) "Excellent" responses and the following comments:

"... is a great asset to your organization. She always responds to emails or phone calls in a timely manner and resolves any problem or questions I have. She is the first person I contact in CPAC because I know she will get results."

"The staff that I interacted with were very professional and friendly. They were always ready to help and answer any questions that I had."

"... assisted with a couple of ATC branch issues this week and her assistance was timely and very well done."

"The Fort Polk Staff is excellent and always has the info needed. Thank you!"

"...has responded to matters concerning military buy back with excellent information and contact telephone numbers expeditiously. She is a great asset to your organization and should be commended for her excellency in professionalism and timeliness."

"The physical facilities [\*\*\*\*]. The CPAC staff keeps their WWII building neat and clean. One can only shine a

70 year old building designed to last for ten years, so much. The CPAC is about to move to a new area and this should fix the problem. No response is required. Just wanted you to know they are doing well in a tough situation."

"My experience over the last 20 years is when you needed help the Fort Polk CPO always came through. The employees all have a great attitude and know their jobs. I would give them an excellent in service and knowledge."

\*\*\*\*\*

### "ANONYMOUS SLAMS"

We are very pleased to report that during the reporting period, there were no anonymous complaints from dissatisfied customers received in the CPAC.

Remember, it is our goal to "return to prominence - one satisfied customer at a time." If at any time you are not happy with the services provided to you by any member of the CPAC family, just give me a call at 531-1840 and let's talk about it.

*Until next time...  
Donald Mallet*



**"A Return to Prominence - One Satisfied Customer at a Time"**

**"If the only prayer you said in your whole life was, 'thank you,' that would suffice."**

**~Meister Eckhart**



**HAPPY THANKSGIVING DAY**

**Thursday, November 23<sup>rd</sup>**

## BENEFITS CORNER

### REMINDER

**2007 FEDERAL EMPLOYEES HEALTH BENEFITS  
OPEN SEASON WILL BE HELD  
13 NOVEMBER - 11 DECEMBER 2006**

**2007 FEDERAL EMPLOYEES DENTAL AND  
VISION INSURANCE PROGRAM  
OPEN SEASON WILL RUN  
13 NOVEMBER - 11 DECEMBER 2006**

**"HEALTH FAIR" 30 NOVEMBER 2006, 0930-1430  
AT THE NEW FORT POLK LIBRARY &  
EDUCATION CENTER, COLORADO AVENUE,  
BLDG. 660, ROOM #101**

Employees may obtain information on Health Benefits Plans or speak with the FEHB representatives that will be attending the Health Fair.

For more details see [CPB 20-06](#) for FEHB and [CPB 21-06](#) for FEDVIP

## TSP CORNER

### WHAT'S NEW

**IRS contribution limits for 2007** — For 2007, the IRS will permit you to contribute up to \$15,500 to the TSP. If you will be age 50 or older during 2007, you may contribute up to \$5,000 in additional "catch-up" contributions (same as during 2006) if your regular contributions for the year reach the \$15,500 limit. The IRS limit for **all** contributions made to eligible retirement plans during 2007 — including tax-deferred and tax-exempt contributions, Agency Automatic (1%) contributions, and agency matching contributions to the TSP, as well as similar contributions to other eligible retirement plans — will be \$45,000 (or 100% of compensation, whichever is lower).

**Third quarter 2006 participant statements** — Your third quarter [TSP participant statement](#), which covers the period from July 1 through September 30, 2006, is available on this Web site. If you requested mailed statements, you should have received this statement in the mail. If you need help understanding your statement, see the leaflet [A Guide to Understanding Your TSP](#)

[Participant Statement](#). If you want to receive mailed statements in the future, you can request them in [Account Access](#).

### TSP RATES OF RETURN

Rates of Return were updated on November 1, 2006

\*\*\*\*\*

October 2006	G Fund	F Fund	C Fund	S Fund	I Fund
	0.43%	0.73%	3.27%	4.99%	3.87%
Last 12 Months (11/1/2005-10/31/2006)	4.97%	5.22%	16.32%	16.93%	27.54%

\*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

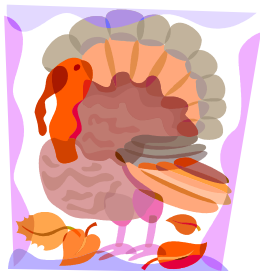
October 2006	L2040	L2030	L2020	L2010	LIncome
	3.28%	2.94%	2.51%	1.79%	1.04%
Last 12 Months 11/01/2005-10/31/2006	17.41%	15.91%	14.36%	11.71%	7.80%

\*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link:

[http://www.tsp.gov/curinfo/annuity\\_history.html](http://www.tsp.gov/curinfo/annuity_history.html)



### THANKSGIVING TRIVIA

**Which President was the first to establish Thanksgiving as a legal national holiday to be held the 4<sup>th</sup> Thursday in November?**

**Answer on Page 12**

## RANDOM DRUG TESTING FOR TESTING DESIGNATED POSITIONS

What is a random drug test? How do I get selected for testing? Why do some people get selected and others never do? Why do I get selected more than once? These are a few of the questions asked of me as the civilian Installation Biochemical Testing Coordinator (IBTC).

Executive Order 12564, The Drug Free Workplace (DFW), which established the goal of a DFW, applies to all DA Civilians and applicants tentatively selected for Testing Designated Positions (TDP's). Random drug test are designed to test a certain percentage of the Testing Designated Positions (TDP) on this installation. Employees in TDP'S are subject to random testing, which occurs without suspicion that a particular employee is using illegal substances. Testing Designated Positions are decided by the type of job that you hold. Persons designated as TDP include: Law Enforcement (e.g. carry fire arms), National Security, Protection of Life and Property (e.g. Firefighters, Munitions/Explosive Handlers and Electroplaters), Public Health or Safety (e.g. Health/Dental Providers, Motor Vehicle Drivers, Railroad, and Aviation).

In order to test the Army Substance Abuse Program (ASAP) receives an updated list of names once a month, provided to us by CPAC and NAF, of all employees who are in TDP status. We match this list against our existing list to ensure that there is no duplication of names. The completed list is then entered into the computer through our system using Drug Testing Program (DTP) Lite. Once the list is entered into DTP Lite we then enter the percentage of people to be tested. Once the list is printed and the supervisor's names and phone numbers are located we then call the supervisors to let them know who is on this month's list. We remind the supervisors at the time we call that they are only allowed to give the employee 2 hours advance notice on the day the employee will be tested. They are given the building number and location and the times available for testing. If an employee is not available when we call (out sick, leave, etc...) we ask that the supervisor advise the employee upon returning to work that they need to report to the ASAP building for testing. Employees must report to the ASAP testing site with picture ID and social security number. Once the employee arrives for testing he/she is advised that they have to remain in the building until sample is submitted.

With this system there is no chance of anyone being singled out for this test. The IBTC has no control over

which person the computer chooses and we do not have the ability or desire to delete anyone simply because they do not want to be tested. It is very important to be able to maintain the integrity of the test.

If you have any question you may contact Ms. Ronda Blomberg, ASAP at: (337) 531-1973.

### TESTING DESIGNATED POSITIONS (TDPs) AND DISCIPLINARY ACTIONS

If you occupy a Testing Designated Position (TDP), you were required to sign DA Form 5019, which acknowledged your understanding of the conditions of employment of your position. As a condition of employment, you became subject to random drug testing due to the nature of your position.

The Army Substance Abuse Program (ASAP) administers the drug testing program on Fort Polk, and Supervisors and Managers coordinate closely with the Civilian Personnel Advisory Center (CPAC) in determining the appropriate disciplinary action required when employees fail to meet conditions of employment for the positions they occupy. In working together, we all help to ensure an effective drug testing program. Let's take a look at the responsibilities of both employees and supervisors and events that result in disciplinary action.

#### **EMPLOYEE**

- You are subject to random drug testing on an unannounced basis as a condition of continued employment.
- The regulation requires that you report to the testing facility within 2 hours of having been notified.
- If you refuse to furnish a urine specimen or fail to report for testing as directed, you will be subject to the same range of disciplinary action as a verified positive test result for illegal drug use for failure to meet a condition of employment, up to and including removal.
- Refusal may also result in denial or revocation of a security clearance.
- In the event the specimen tests positive, you will be contacted by the designated Medical Review Officer to determine, if you can support legitimate use of the specific drug(s) before a verified positive test result is reported to your supervisor.
- Verification of a positive test result will result in your immediate removal from the TDP by assignment, detail or other personnel action and referral to the EAP.

- An immediate disciplinary action will be taken against you, up to and including removal.

#### **MANAGER OR SUPERVISOR**

- The ASAP will notify the first level supervisor of the employee selected for random drug testing.
- The supervisor will explain privately to the employee that they are under no suspicion of taking drugs, that the employee was selected randomly, and that the employee is to report promptly to the testing facility point with photo identification within 2 hours of notification.
- Supervisors will record in a MFR, the name(s) of employees advised to report for drug testing, the times notified, and times employees were advised to report for testing.
- Supervisors of employees who work shift duty or are assigned special duty hours (i.e., not the normal day shift of 0800-1700 hours) will advise the Testing Coordinator, and discuss whether there is justification for a deferral.
- A deferral of an employee's random test may be authorized when the employee's first line and higher supervisors concur in writing that a compelling need necessitates a deferral when the employee is: (1) In a status such as annual leave, sick leave, suspension, absent without leave, or continuation of pay; (2) On official travel away from the work site or is about to embark on official travel scheduled before testing notification; (3) Working a different shift; (4) Performing a task or project that requires the employee's presence at the work site during the time the test is scheduled.
- Supervisors will notify the Testing Coordinator when an employee selected for random drug testing obtains a deferral of test, and will also provide the employee's projected 30-day work schedule.
- An unannounced (make-up) test will be re-scheduled for the deferred employee within the next 60 days by the Testing Coordinator.
- If notified by the Testing Coordinator that the employee refused to provide a sample or failed to report to the designated collection site within the designated time, the supervisor will notify the next higher level supervisor and the servicing CPAC HR Specialist.
- The CPAC, in coordination with the supervisor will begin processing a disciplinary action, up to and including removal, on the employee.
- If notified by the ADCO of a verified positive test result, the supervisor will immediately contact the

servicing CPAC HR Specialist for the appropriate guidance; refer the employee to the EAP for assessment, counseling and treatment; and closely monitor the employee's participation in the program, to include keeping the CPAC updated.

- The Manager or Supervisor will begin the immediate processing of a disciplinary action, up to and including removal.
- Supervisors must initiate a removal action, if a second offense of a verified positive test result occurs.

## REFERENCES

- E.O. 12564, Drug-Free Federal Workplace, 15 September 1986.
- DoD Directive 1010.9, DoD Civilian Employee Drug Abuse Testing Program, dated 8/23/88, Administrative Re-issuance Incorporating Change 1, January 20, 1992.
- DoD Directive 1010.4, Drug and Alcohol Abuse by DoD Personnel, dated 9/3/97, incorporating Change 1, January 11, 1999.
- AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, dated 24 March 2006.
- DA Pamphlet 600-85, Army Substance Abuse Program Civilian Services, 15 October 2001
- AR 690-700, Chapter 751, Discipline.
- PERMISS Documents – Army Civilian Drug Testing Program, 6/20/06; Employee Assistance Program (EAP), 6/20/06.

## SPECIAL ANNOUNCEMENT ABC-C NEWSLETTER

### New Phone Menu Options!

You might remember reading in our July 2006 issue that we are working on streamlining our telephone menu to make it easier to reach our benefits counselors. Well, I am happy to report we have put the final touches on our new process! Effective **October 30, 2006**, you will hear a different phone menu option. After entering your Social Security Number (SSN), personal identification number (PIN) and duty telephone you can press **0** to speak directly to a counselor. Have more questions? Read on...

### Why the change?

We want to make it easier for you to talk to one of our benefits counselors.

### How will this change affect me?

The new phone menu will allow you to speak with a benefits counselor without having to listen to so many voice scripts.

### Why do I have to enter my SSN and PIN?

The SSN and PIN are required for security reasons – to protect *your* personal information.

### I have never established a PIN. How do I create one?

Your PIN will be a four-digit number that consists of your month and year of birth (MMYY). For security purposes, once you initially access the system, you must change it to a six-digit number.

### What if I can't remember my PIN?

The process is easier than you may think. Grab your most recent Leave and Earnings Statement (LES) so you can answer a few security questions. Call our toll-free number 1-877-276-9287 (ARMY CTR) and follow the phone menu below.

<b>Select:</b> 1 = Army Civilian 2 = DCMA 3 = Army Uniformed Service Member	<b>Select:</b> 1 = Customer Service Survey 2 = Access Benefits and Entitlements <b>Select:</b> 1 = Current Army, DCMA, or separated employee within the last 180 days 2 = Retired, Survivor, or separated more than 180 days 3 = Seeking Temporary Continuation of Coverage (TCC) under FEHB	<b>To access Benefits and Entitlements:</b> <b>Select:</b> 1 = Enter your SSN and PIN. 2 = Forgotten your PIN <b>NOTE:</b> If you are a new employee, your PIN is 4 digits and consists of your month and year of birth (MMYY). You will need to enter/verify your duty telephone number 0 = Counselor 1 = Health Benefits (FEHB) 2 = Retirement 3 = Thrift Savings Plan (TSP) 4 = Life Insurance (FEGLI) 6 = Request faxed document 9 = Exit System
--	--	--

### I want to change my PIN and make a benefits election. Where can I find a complete phone menu?

Go the ABC-C website at <https://www.abc.army.mil>. The phone menu is posted on our home page.

## SOUTH CENTRAL TRAINING TRIBUNE

### CIVILIAN EDUCATION SYSTEM (CES)

Transformation of the Army begins with educating the Army's leaders. The implementation of the new Civilian Education System (CES) is fast approaching. The Civilian Education System (CES) is a progressive and sequential leader development program that provides enhanced leader development and education opportunities for Army civilians. The CES leader development program includes four courses, the Foundation Course (FC), the Basic Course (BC), the Intermediate Course (IC) and the Advanced Course (AC).

The Foundation Course (FC) is designed for employees to gain an understanding of the structure of the U.S.

Army, the Army's leadership doctrine and the personnel system for the Department of the Army civilians.

The Basic Course (BC) is designed for leaders who exercise direct leadership. The course is a combination of Distance Learning (DL) and Resident attendance. Leadership, Education, and Development (LEAD) graduates have met the BC requirement and should not apply.

The Intermediate Course (IC) is designed for civilian leaders who exercise direct and indirect supervision. It will also be a combination of Distance Learning (DL) and Resident attendance. Graduates of Organization Leadership for Executives (OLE) have met the (IC) requirements and should not apply.

The Advance Course (AC) is for civilian leaders who exercise indirect (second level) supervision and military supervisors of civilians. It too is a combination of Distance Learning (DL) and Resident attendance. Graduates of Sustaining Base Leadership Management (SBLM) have met the (AC) requirements and should not apply.

## WHAT DID FORT POLK EMPLOYEES SAY?

In the fall of 2005, we asked each of you to participate in the Army's web based Civilian Attitude Survey. Over 44,000 employees and supervisors, including Fort Polk employees and supervisors "logged on" and completed the survey.

When we asked you to participate, we promised to provide you the results. Well they just came in and what follows is a summary of the Fort Polk results of the survey. The results include (1) Survey Highlights; (2) a Composite Summary; and (3) the identification of the ten most favorable and unfavorable items.

### Survey Highlights

#### **The Fort Polk Workforce is Focused on its Mission**

- Eighty-two percent of Fort Polk employees compared to 81% Army-wide indicated that they knew how their work relates to the installation's goals and priorities (Q4c).
- Compared to 70% Army-wide, 66% of Fort Polk employees believe their work unit works well together (Q3h).
- Fifty-six percent of Fort Polk employees feel leaders generate high levels of motivation and commitment to the workforce compared to 46% Army-wide. (Q2f).

- Overall, 78% of Fort Polk employees indicated that they are satisfied with their jobs, compared to 75% Army-wide. (Q21a).

#### **The Performance Culture Reaction was Mixed**

- While 74% of Fort Polk employees indicated that their performance standards directly related to the organization's mission (Q3f), only 42% of those employees felt that the current performance appraisal system improved organizational performance (Q3m).
- Seventy-nine percent of Fort Polk felt their performance appraisals were reflective of their actual performance (Q3c), but only 42% indicated that their pay increases were dependent on how well they performed (Q3g). This was slightly better than the Army-wide response of 35%.
- Only 58% of Fort Polk employees indicated that they received regular performance feedback (Q3o), and a slightly higher percentage (60%) found the feedback useful (3p).
- Thirty-one percent of Fort Polk employees say steps are taken to deal with poor performance compared to 26% Army-wide. (Q3k).
- A whopping seventy-seven percent of Fort Polk employees understood how their performance was evaluated compared to 74% Army-wide, (Q3n).

#### **Employees Give Their Immediate Supervisors Good Marks, But View Senior Leaders Less Favorably**

- Overall, 73% of Fort Polk employees think their immediate supervisors/team leaders are doing a good job compared to 70% Army-wide. (Q2g).
- Fifty-four percent of Fort Polk employees are satisfied with the management in the organization compared to 48% Army-wide. (21g).

#### **A Sizeable Proportion of the Workforce, Given the Decision, Would Stay at Their Current Jobs**

- Seventy-nine percent of Fort Polk employees, given the decision, opted to more than likely stay in their current job compared to 68% Army-wide. (Q18).

#### **Better Ways Must Be Found to Recruit and Deploy Employees**

- Only forty-eight percent of Fort Polk employees and 47% of employees Army-wide feel their work units are able to recruit people with the right skills (Q3i).
- Thirty-nine percent of Fort Polk employees opined that promotions were based on merit compared to 38% Army-wide (Q3a).

- A mere thirty-two percent of Fort Polk employees were satisfied with available progression opportunities compared to 40% Army-wide (Q4b).
- Only forty-seven percent of Fort Polk employees like employees Army-wide felt they received sufficient training to be competitive for jobs at the next higher level (Q4a).

#### **Employees Were Undecided About Fairness**

- Garrison employees like Army and Fort Polk employees were generally undecided about “Fairness”. Slightly more than 30% of employees were neutral regarding the question. This indicates that employees were undecided about this issue and may be the result of unfamiliarity with the issue, concerns about confidentiality, inconsistency, or perceptions of the issue as “average” (5).

#### **COMPOSITE SUMMARY**

Below is a composite summary of how Fort Polk employees feel compared to employees Army-wide.

	<b>Fort Polk Wide</b>	<b>Total Army</b>
<b>Leadership &amp; Management Performance Culture</b>	64%	59%
<b>Training &amp; Development</b>	54%	52%
<b>Fairness</b>	53%	56%
<b>Overall</b>	41%	41%
<b>Satisfaction</b>	55%	52%
<b>Civilian Personnel Service</b>	39%	39%
<b>Impact of NSPS</b>	41%	33%

#### **GARRISON TEN MOST FAVORABLE ITEMS**

1. (3n). I understand how my performance is evaluated.  
**Fort Polk 77%      Total Army 74%**
2. (3c). My performance appraisal is a fair reflection of my performance  
**Fort Polk 79%      Total Army 74%**
3. (4c). I know how my work relates to the agency’s goals and priorities.  
**Fort Polk 82%      Total Army 81%**
4. (21a). Taking all things into consideration, how satisfied are you, in general, with your job?  
**Fort Polk 78%      Total Army 75%**
5. (2g). Overall, my immediate supervisor/team leader is doing a good job.  
**Fort Polk 73%      Total Army 70%**

6. (3f). My performance standards/expectations are directly related to my organization’s mission.

**Fort Polk 74%      Total Army 73%**

7. (22). Overall, how well prepared is your organization to perform its mission?

**Fort Polk 76%      Total Army 72%**

8. (21b). Taking all things into consideration, how satisfied are you, in general, with your pay?

**Not a Fort Polk      Not an Army**

9. (3h). People in my work unit work well together.

**Not a Fort Polk      Total Army 70%**

10. (2e). Supervisors/team leaders in my work unit support employee development.

**Fort Polk 69%      Total Army 66%**

#### **GARRISON TEN MOST UNFAVORABLE ITEMS**

1. (4b). I am satisfied with the career progression opportunities available to me.

**Fort Polk 44%      Total Army 42%**

2. (21d). Taking all things into consideration, how satisfied are you, in general with your opportunities for promotion?

**Fort Polk 51%      Total Army 47%**

3. (24b). Personnel Services: Provides career counseling to employees.

**Fort Polk 46%      Total Army 47%**

4. (21e). Taking all things into consideration, how satisfied are you, in general, with your opportunity to get a better job in your organization?

**Fort Polk 45%      Total Army 44%**

5. (5b). Recently retired military are often selected over fully qualified civilian candidates.

**Fort Polk 36%      Total Army 36%**

6. (3k). In my work unit, steps are taken to deal with a poor performer who cannot or will not improve.

**Fort Polk 44%      Total Army 47%**

7. (3a). Promotions in my work unit are based on merit.

**Fort Polk 38%      Total Army 38%**

8. (3e). My pay increases depend on how well I perform my job.

**Fort Polk 35%      Total Army 41%**

9. (28g). Overall, what type of impact do you think NSPS will have on personnel practices in the DoD?

**Not a Fort Polk      Total Army 39%**

10. (3d). In my work unit, differences in performance are recognized in a meaningful way.

**Not a Fort Polk      Not an Army**

#### **CONCLUSIONS**

- Overall, Fort Polk employees are generally satisfied with their employment. That is, they are satisfied with their jobs, pay, overall preparedness to perform their mission and would recommend others to pursue a career at Fort Polk.
- While employees have a positive view of their organizations, they give low marks when it comes to the effectiveness of the performance management system and how poor performers are dealt with.
- They continue to be uncertain about overall fairness.
- Employees have also expressed concern regarding the fairness of promotions and opportunities to get a better job.
- Likewise, employees had reservations about the leadership of top officials **in charge at the time of the survey**.

### USE OF SURVEY RESULTS

Your views will not go unnoticed. The survey results together with other information will be used to identify important program and policy changes that may be needed to meet the challenges of managing the workforce. In support of various DA and Command initiatives, the results will also be used our Human Capital strategic goals and to measure and track the progress or status of human capital management.

## MANDATORY TRAINING



**Mandatory Training for September FY 06** will be conducted during the employee's birth month. Employee's and their supervisors have the opportunity to choose between two dates to attend the training. Two training dates should help to alleviate the workload problems that we now face when scheduling our employees to attend this training. **Seats will be filled on a first come first serve basis.** The classroom fills up quickly. **My recommendation is that you have your employee's to arrive NLT 0750 to ensure that they get a seat.** Everyone is required to attend this training.... Mark your calendar and plan to attend. The location of the training classes will be at the new Library/Education Center, Bldg. 660, Room 221/223.

**The November 2006 training dates are:**  
**07 November 2006**  
**29 November 2006**

### **The schedule of training is as follows:**

0800 - 0900 ALCOHOL AND DRUG ABUSE TRAINING  
 0900 - 0915 BREAK  
 0915 - 0945 SECURITY  
 0945 - 1020 SAEDA  
 1020 - 1035 BREAK  
 1035 - 1115 DA ETHICS  
 1115 - 1215 LUNCH  
 1215 - 1345 EEO/POSH  
 1345 - 1400 BREAK  
 1400 - 1450 ENVIRONMENTAL  
 1450 - 1500 BREAK  
 1500 - 1630 AT LEVEL 1 AWARENESS TRAINING

If you have any questions regarding the above training schedule please contact Tami Culbreath at 531-1856.

## LEAVE TRANSFER PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412. We are currently accepting leave donations for the following:

### **\*Hurricane Katrina victims CPB 21-05**

*(For more info regarding Katrina ELTP please refer to the link below and click on CPB 21-05 dated 2 Dec 2005):* <http://www.jrtc-polk.army.mil/cpac/CPB2005.htm>

If you have any questions regarding leave transfer contact an HR Advisor at the CPAC.

## HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2006

HOLIDAY	DATE DESIGNATED	TRAINING/LIBERAL LEAVE
Martin Luther	16 Jan 2006	13 Jan 2006
King Birthday	16 Jan 2006	13 Jan 2006
Washington's Birthday	20 Feb 2006	17 Feb 2006
Memorial Day	29 May 2006	26 May 2006
Independence Day	04 Jul 2006	03 Jul 2006
Labor Day	04 Sep 2006	01 Sep 2006
Columbus Day	09 Oct 2006	09 Oct 2006
Veterans' Day	10 Nov 2006	09 Nov 2006
Thanksgiving Day	23 Nov 2006	24 Nov 2006
Christmas Day	25 Dec 2006	26 Dec 2006
New Year's Day	01 Jan 2006	02 Jan 2006

## EMPLOYEE WELLNESS

### BJAC HEALTH AWARENESS

### AMERICAN DIABETES ASSOCIATION RISK TEST

Take this test to see if you are at risk for having diabetes. Diabetes is more common in African Americans, Hispanics/Latinos, American Indians, Asian Americans, and Pacific Islanders. If you are a member of one of these ethnic groups, you need to pay special attention to this test.

Write in the points next to each statement that is true for you. If a statement is not true, put a zero. Then add your total score.

1. I am a woman who has had a baby weighing more than nine pounds at birth. **Yes 1** \_\_\_\_\_
2. I have a sister or brother with diabetes. **Yes 1** \_\_\_\_\_
3. I have a parent with diabetes. **Yes 1** \_\_\_\_\_
4. My weight is equal to or above that listed in the chart. **Yes 5** \_\_\_\_\_
5. I am under 65 years of age and I get little or no exercise. **Yes 5** \_\_\_\_\_
6. I am between 45 and 64 years of age. **Yes 5** \_\_\_\_\_
7. I am 65 years old or older. **Yes 9** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

#### Scoring 10 or more points

You are at high risk for having diabetes. Only your health care provider can check to see if you have diabetes. See yours soon and find out for sure.

#### Scoring 3-9 points

You are probably at low risk for having diabetes now. But don't just forget about it. Keep your risk low by losing weight if you are overweight, being active most days, and eating low fat meals that are high in fruits and vegetables, and whole grain foods.

#### [At-Risk.sup.\*] Weight Chart

#### [Body.sup.\*] Mass Index

Height In Feet & Inches Without Shoes	Weight In Pounds Without Clothing
4'10"	129
4'11"	133
5'0"	138
5'1"	143
5'2"	147
5'3"	152

5'4"	157
5'5"	162
5'6"	167
5'7"	172
5'8"	177
5'9"	182
5'10"	188
5'11"	193
6'0"	199
6'1"	204
6'2"	210
6'3"	216

If you weigh the same as or more than the amount listed for your height, you may be at risk for diabetes.

COPYRIGHT 2000 American Diabetes Association;  
COPYRIGHT 2000 Gale Group

**In recognition of National Diabetes Awareness Month, the Health Promotion Program & Nutrition Care Division at Bayne-Jones Army Community Hospital will be providing blood sugar screening & awareness information at the Post Exchange on Friday 3 November 2006 from 10 AM to 1 PM. Bayne-Jones Army Hospital offers a multidisciplinary Diabetes Education Class on the 1<sup>st</sup> Wednesday of each month. For more information on the class or to schedule yourself or a family member you may call Nutrition Care Division at 531-3129 or Health Promotion at 531-6880.**

### GREAT AMERICAN SMOKEOUT

The American Cancer Society's Great American Smokeout on November 16, 2006 is the day when all tobacco users have an opportunity to kick the habit. In support of this cause the Health Promotion Program of Bayne-Jones Army Community Hospital (BJACH) is sponsoring and/or participating in several activities during the month of November and in December:

**Information Booths-** to distribute literature, information & smokeout survival kits:

- ☒ 13 November – BJACH 1000-1300 (Health Promotion)
- ☒ 15 November – BJACH & PX 0900-1200 (Health Promotion)
- ☒ 8 December – Deridder High School ROTC 0800-1500 (Health Promotion)
- ☒ December – Leesville High School ROTC 0800-1500 (Health Promotion)

Participants will be encouraged to sign a contract to go "Cold Turkey" for 24 hours or commit to never start using tobacco.

**Tobacco Cessation education & awareness:**

- ⊗ November – Child Development Center 0900-1100 (Health Promotion & DARE)
- ⊗ 8 November – S. Polk Elementary 1545-1615 (Health Promotion)
- ⊗ **9 November – Youth Activities Center – grades 1-5 & 6-8 1600-1700 (Health Promotion)**

**Fort Polk and Leesville DARE Officers** – will conduct a poster coloring contest for Fort Polk elementary grades 2-4. First, Second & Third place prizes will be awarded to participants from each grade. Grades K-1 will be provided with tobacco cessation awareness materials.

**METHAMPHETAMINE FACTS****What is methamphetamine?**

Methamphetamine is a powerful central nervous system stimulant. It often is classed together with amphetamines as an amphetamine-type stimulant (ATS). Forms in which it is produced include: powder, pills, base, or as a high-potency re-crystallized powder. Meth can be inhaled, smoked, injected or swallowed, depending on the form. In 1970 meth was classified as a schedule II substance under the Controlled Substance Act. Sale of many of the precursor chemicals used to make meth also are restricted.

**What are its effects?**

Meth produces a very intense pleasurable effect on the brain by releasing large amounts of the neurotransmitters dopamine, norepinephrine, and serotonin, which are variously associated with pleasure, sleep, appetite, and mood. This “rush” lasts for several minutes and meth’s effects may persist up to 12 hours--longer than even crack cocaine.

Meth users use the drug because of its acute psychological effects, including increased confidence, alertness, mood, sex drive, energy, talkativeness and decreased boredom, loneliness, and timidity.

Negative physical and psychological effects include increased heart rate, blood pressure, temperature and rate of breathing; decreased appetite, sleep, reaction time, and lung function; increased risk of stroke, cardiac valve sclerosis, pulmonary hypertension, and anorexia; and confusion, lack of concentration, hallucinations, fatigue, memory loss, insomnia, irritability, paranoia, panic reactions, depression, anger, and psychosis.



Because meth constricts the capillaries near the skin, it can cause intense itching that users liken to bugs (meth bugs) crawling under their skin. This itching leads to repetitive scratching and open sores.

Users who smoke meth often have severe dental problems—rotting of the gums and teeth known as meth mouth—because of the toxicity of the chemicals in the smoke.

**Don't be fooled:**

Methamphetamine is a vicious, wildly addictive drug.

If someone offers you meth, say “No, thanks,” and then say, “goodbye.” Meth can make people dangerous, so make an excuse to be somewhere else—somewhere far away. Protect your health and sanity and make the smart choice to never try meth. What methamphetamine does to people’s lives is not only a crime—it’s a crying shame.

**ARTICLES FOR BULLETIN**

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

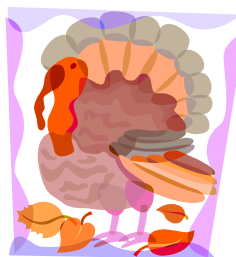
1. [Laura.mireles@us.army.mil](mailto:Laura.mireles@us.army.mil)
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//

**DONALD R. MALLETT**

**Director, Civilian Personnel  
Advisory Center**

**THANKSGIVING TRIVIA  
ANSWER**

**Franklin D. Roosevelt signed a  
bill in Congress making it  
ALWAYS the 4<sup>th</sup> Thursday in  
November.**